


Setting Up your Classroom printer as a Chrome Printer

Note: For classrooms with more than one teacher, you will only want to have one of you add the printer to their account. The teacher who adds it to their account will then share it with the other teacher.

1. Go to a Windows desktop or laptop that is already connected to your classroom printer.
2. Open up your Chrome Browser.
3. Go to Google and log in to your cacmp.net email. This should be your first initial, last name @cacmp.net
4. Once you have logged in, click on the . This is located in the upper right hand corner next to the URL bar in your chrome browser.
5. Choose settings from the drop down menu that opens.
6. Scroll to the bottom of the page and select: Show Advanced Settings.
7. Continue to scroll down until you see Google Cloud Print.
8. Under this heading choose Manage.
9. Under the heading classic printers, choose Add Printers.
10. A list of the printers the computer is connected to will pop up.
11. Leave ONLY your CLASSROOM PRINTER checked, and click Add Printers.
12. Now your Printer is connected to your Google Account. To add your students to this printer, see below. Your printer can now be seen by each Chromebook.

Sharing the Printer with Your Students

1. Now that you have added your printer to the list, You will be at a Screen that looks like this:



Thanks, you're ready to go!

Your printers are now registered with Google Cloud Print.

[Manage your printers](#)

Tip: You only need to add your printers to Google Cloud Print through one computer. Registering on more than one might cause you to see duplicate printers. [Share](#) your printers to use them with other accounts.

2. Select Manage Your Printers
3. You should see the printer you just added listed as one of your printers. Click once on the Printer name so that it becomes shaded.
4. At the top of the screen you will see the word share in green, click on it.

Chrome Printing Cheat Sheet

Details

Delete

Share

Show Print Jobs

Rename

 Rm 605 Nautilus Printer

Owned by me

Currently offline

 Room 3 Printer

Owned by me

Currently offline

 Brother HL-2270DW series

Owned by me



 Brother HL-2270DW series (Copy 1)

Owned by me

5. A screen will open that shows a list of people who have access to this printer.

Brother HL-2270DW series (Copy 1) sharing settings

Who has access:

	Private	Change...
	Jacky Murray (googleapps@cacmp.net)	Owner

Invite people:

Enter names, email addresses, or groups...

Share

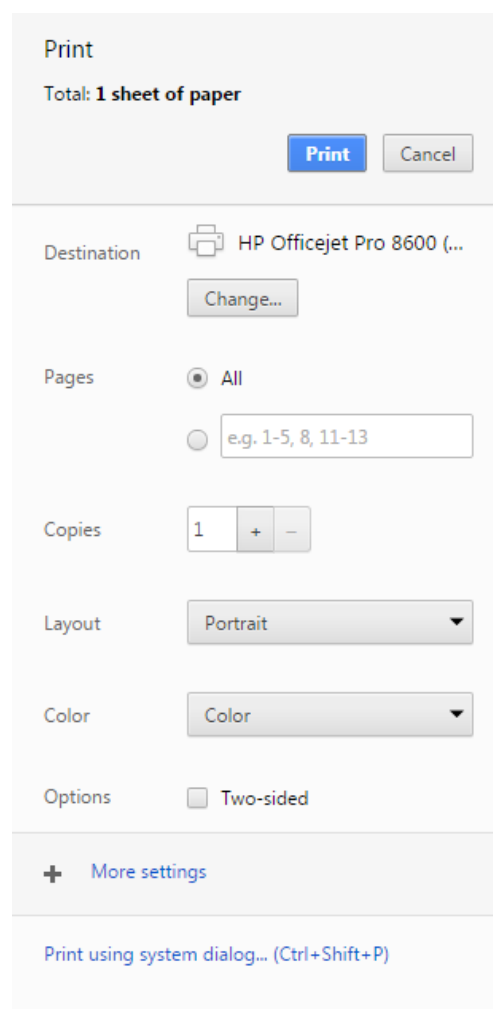
Close

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6. At the bottom where it says invite people you will enter in the cacmp.net email addresses of all of the students in your classroom who you would like to have the ability to print. (Many classrooms are not giving students access to Chrome Printing, they are choosing to have students turn assignments in via google classroom or google drive. These are both options I would recommend over mass printing.)
7. Once you have entered in your class, click share. A notice will be sent to them which they will have to accept in order to obtain printing privileges. (See Below).

Accepting the Google Print Invitation.

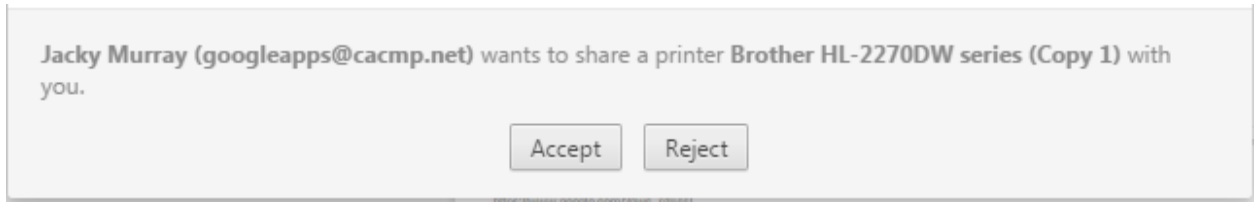
1. From the chromebooks, students will log into their accounts.
2. Have the students open a document they need to print and hit Ctrl P. Holding both buttons down at the same time. This screen will pop up:



The screenshot shows the Chrome Print dialog box. At the top, it says "Print" and "Total: 1 sheet of paper". Below this are "Print" and "Cancel" buttons. The "Destination" section shows "HP Officejet Pro 8600 (...)" with a "Change..." button. The "Pages" section has radio buttons for "All" (selected) and a text box for "e.g. 1-5, 8, 11-13". The "Copies" section has a numeric input set to "1" with "+" and "-" buttons. The "Layout" section has a dropdown menu set to "Portrait". The "Color" section has a dropdown menu set to "Color". The "Options" section has a checkbox for "Two-sided" which is unchecked. At the bottom, there is a "+ More settings" link and a link that says "Print using system dialog... (Ctrl+Shift+P)".

3. Under Print, it says destination. In that section select Change.
4. The next screen will say: Select Destination. At the bottom of this page the student will have a notice that looks like:

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Have the students hit accept.

5. The printer will then show up under Recent Destinations.
6. Have the student click on the Brother Printer.
7. This will make it the preferred destination. Your student is now free to print.